

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE
OFFICE OF THE ADJUTANT GENERAL
NORTH CAROLINA NATIONAL GUARD
HUMAN RESOURCES OFFICE
4105 REEDY CREEK ROAD
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ARNGT 07-275

OPENING DATE: 31 August 2007

CLOSING DATE: 1 October 2007

ANTICIPATED FILL DATE: 11 Nov 07

POSITION TITLE AND NUMBER

Human Resources Assistant (Military)

PDCN 70632000 MD # 2342-09L

UNIT/ACTIVITY AND DUTY LOCATION

HQ, 5-113th FA Bn, NCARNG

Louisburg, North Carolina

GRADE AND SALARY (Includes Locality Pay of 16.18%)

GS-0203-06 \$33,183.00 - \$43,138.00 per annum

EMPLOYMENT STATUS

Excepted Service

WHO CAN APPLY: The area of consideration for this announcement is the STATEWIDE. Applications will only be accepted from current Excepted employees of the North Carolina National Guard, current military members of the North Carolina National Guard and individuals who are eligible and willing to enlist in the North Carolina Army National Guard.

HOW TO APPLY: Interested applicants may apply by submitting an Application for Federal Employment (Standard Form 171), Optional Application for Federal Employment (Optional Form 612), resume or any other form of application. It is **REQUIRED** that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. The application and KSA Statement should be mailed to the North Carolina National Guard, ATTN: JFHQ-NC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410. It must be received not later than the closing date or if mailed postmarked by the closing date. **NOTE: Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number, date of birth; citizenship; education; work experience; and other job-related qualifications. For more information, call 1-800-621-4136 ext. 6172 / 6431. Faxed or E-mailed copies will not be accepted.**

QUALIFICATIONS REQUIREMENTS: Must have nine months specialized experience which demonstrates that the applicant has acquired the below listed KSA's. The application or resume must reflect the required nine months experience. Education may be substituted for experience when applicable and the appropriate transcripts are submitted with application. In-service placement actions will be considered when applicable

KNOWLEDGE, SKILLS ABILITIES (KSA's)

Below are listed the KSA's for this position. Applicants **MUST** address each KSA individually in paragraph format by explaining any civilian and military work experience *(with inclusive dates that reflect nine months of specialized experience)* that provided that KSA. It is **REQUIRED** that this statement be attached to the application. **Failure to include KSA's with inclusive dates will result in the applicant not being considered for this position.** For more information or assistance, call 1-800-621-4136 ext. 6172/6431.

1. Ability to examine reports, forms and other documents to insure completeness and conformity to policy and procedures.
2. Ability to explain information verbally and to prepare routine correspondence.
3. Ability to apply rules/regulations to processing military personnel actions.
4. Knowledge of the military organization and its function/mission.

CONDITIONS OF EMPLOYMENT: 1. **Occupants of this position must maintain continuous military membership in the North Carolina Army National Guard (NCARNG). NCARNG status (military grade, MTOE or TDA assignment, MOS/SSI, military unit) and experience must be entered on the application.** The recommended applicant **will not** be approved for appointment until they occupy a compatible MOS in the NCARNG shown under Military Assignment on the reverse side of this announcement. 2. **The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program.**

MILITARY ASSIGNMENT: Assignment to a compatible **Enlisted** position in the NCARNG in the unit of employment is mandatory. (**Enl**: CMF 42, 92, Predominant MOS of Unit or Organization)

EVALUATION FACTORS USED: Personal interviews, review of application and the KSA Statements.

PRINCIPAL DUTIES AND RESPONSIBILITIES: Assists in administering the military personnel program for the organization. Prepares for and participates in command level inspections in the area of personnel and administration. Compiles subordinate feeder information, identifies trends, and proposes recommendations based upon recurring required reports and/or findings of assistance visits and inspections. Reviews and provides recommendations for the assignment and utilization of military personnel in accordance with authorized manning documents. Accomplishes or reviews a variety of military personnel transactions including enlistments, separations, promotions, duty assignments, transfers, medical evaluations, line of duty actions, security clearances, awards and decorations, retirements, etc., and forwards actions to a higher level military personnel office. Reviews and forwards enlisted evaluation reports. Provides information and assistance to personnel at subordinate levels tasked with completing personnel actions. Provides technical assistance to subordinate unit personnel, in the completion and maintenance of individual mobilization packets, applications for passports, and the publication of required personnel orders. Reviews enlisted promotion packets prior to submission to higher headquarters for quality and completion. Reviews and recommends changes to the preliminary enlisted promotion consideration list to ensure all personnel eligible are considered. Prepares documentation and provides administrative support for battalion level enlisted promotion boards. Assists with the coordination of health services support. Reviews the status of all physical examinations within the command and makes recommendations for scheduling and completion. Reviews and forwards reports of annual medical certifications. Inputs information regarding periodic vaccinations, physical examinations, profiles, and other medical data as required. Provides technical guidance and reviews formal and informal line of duty investigations submitted by subordinate units. Reviews and/or prepares the packets required for submission to the medical review and profile boards. Provides assistance to the commander and staff pertaining to military personnel administration. Assists in the preparation of unit standing operating procedures. Assists in the implementation of Department of Defense, Department of the Army, Major Command, National Guard, and state regulations, policies and procedures pertaining to the full range of personnel actions. Researches and resolves routine military personnel problems and questions. Provides information to unit personnel about benefits and entitlements, career and bonus programs, educational, retirement, and other benefits. Provides administrative support in the preparation of appointment packets. Provides explanations of regulations, methods, procedures, and exceptions involved in routine military personnel actions. May provide assistance to soldiers and dependents concerning benefits and entitlements. Assists and provides guidance to subordinate unit personnel in the maintenance of military personnel records. Assembles supporting documentation required at higher levels when processing actions such as involuntary order to active duty, courts martial, fraudulent enlistment, non-selection for retention, administrative discharges, etc. Reviews copies of unit reports furnished by higher level military personnel offices to identify discrepancies and assist with the management of personnel assets within the organization. Reviews and submits source documents for military personnel records and retirement accounting. Performs various administrative duties relating to military personnel involving the composition and distribution of correspondence, publications, reports, orders, etc. Maintains the file system for the battalion/squadron personnel and administrative section. Maintains the publication accounts for the organization and subordinate elements. Prepares, reviews, and forwards postage and duplication equipment usage reports. Prepares press releases, articles, announcements, or advertisements for submission to local news media designed to make the public aware of the National Guard and their role in the community and in national defense. May be required to assist in the recruiting and retention activities of the organization. Performs other duties as assigned.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

ADDITIONAL INSTRUCTIONS:

1. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories; Male or Female; American Indian or Alaskan native; Asian or Pacific Islander; Black, not of Hispanic origin; Hispanic; White, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs. 2. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15. 3. A permanent change of station (PCS) will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date. 4. Males born on or after 1 January 1960 must be registered with the selective service in order to be considered for federal employment.

DISTRIBUTION: A, B, C-2, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-1, AGAV-1, AGCS-3, DCSANG-1, G4-4, G3-3, G1-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1